**Expectations and Guidelines**

With **1to1**, laptop computers are assigned to all 10th Grade Students enrolled on a full-time basis to enhance learning. Laptop computers are to be returned as received, except normal wear and tear as determined by the District, at the conclusion of each school year or when requested by any school District official. The Boyertown Area School District **School Board Policy: Acceptable Use of Technology and the Internet** and **School Board Policy: Care of School Property** applies to all students and staff using laptop computers, regardless of location. The assignment and use of a laptop computer is considered to be a privilege. Inappropriate use or neglect of a laptop computer, carry case, charger, the Internet and/or any installed software could result in the loss of laptop computer privileges. Loss of privileges will not change classroom expectations and/or assignment completion.

**Best Practice Guidelines and Expectations for the Use of Student Laptop Computers**

Every student is responsible for the appropriate use of their laptop computer both at school and at home. The laptop computer is to be used for educational purposes only. All commercial, illegal, unethical and inappropriate use of the laptop computer is prohibited, as outlined in **School Board Policy: Acceptable Use of Technology and the Internet**.

* Consider the laptop computer like a pile of cash. Students are responsible for keeping track of the laptop computer and taking precautions to keep it safe. Make certain the locker is completely closed and locked when storing your laptop computer. If you store the laptop computer in a backpack, make certain the backpack is never left unattended.
* The top four repair requests for laptop computers: cracked casing, cracked screens; frayed charger cables; and beverage spills on keyboards. To avoid these issues:
  + Do not place anything on the keyboard before closing the lid (i.e. pen, pencil, disks).
  + Do not pick up the laptop by the computer screen.
  + Do not stack other items on top of the laptop.
  + Wrap the power cord properly. Place it in the power cord pouch attached to the laptop case. Be sure to familiarize yourself with the **Charger Care**, and **Laptop Care Guide** documents.
  + Do not eat or drink while using your laptop computer. Students prone to spills may wish to invest in a **keyboard cover**.
  + When using USB storage devices or connecting the power cord to the laptop computer, carefully remove and attach these devices. The casing of the computer is plastic and will crack if handled roughly.
* It is expected that all laptop computers will be fully charged at home for the start of the school day. Failure to charge the laptop computer is equivalent to not being prepared for class. Students will have the opportunity throughout the day to charge laptop computers in classrooms.
* It is expected that all students will bring their laptop to school with them every day. Students who forget to bring their laptop computer to school *will not* be provided with a loaner.
* Cords, cables and removable storage devices should be inserted and removed carefully into and from the laptop computer.
* Students should not carry laptop computers while the screen is open.
* Laptop computers must remain free of any writing, drawing, stickers or labels that are not the property of the District.
* Students must follow all copyright laws. Familiarize yourself with **School Board Policy – Copyright Material**.
* Downloading unauthorized games, applications or software by students is not permitted.
* Downloading purchased music or music from a purchased CD is permitted (i.e. songs purchased online). Any personal information or material on the laptop computer is the sole responsibility of the student and should not interfere with laptop usage or school work.
* All software will be licensed, approved and installed by the Office of Information Technology Services.
* Students should not loan the laptop computer to anyone (including family members) and should not share login or password information for any web site or services, including **BASD Google Apps**. Treat logins and password like the PIN to a bank debit card.
* Do not lean on the top of the laptop computer when it is closed.
* Do not poke the screen.
* Clean dirty screens with an anti-static cloth. Do not use tissues, paper towels or any other kinds of material that will scratch the laptop computer screen.
* Always place the laptop computer in the District-provided carry case, or adequate substitute.
* Be careful not to drop or throw backpacks or laptop carry bags. The laptop computer will get damaged.
* When closing and storing the laptop computer in the laptop carry bags, put the computer in sleep mode or turn it off to prevent overheating.
* If a student notices the laptop computer is running abnormally slow or functioning in an abnormal manner, report to a Technology Specialist for support.
* Inappropriate language and materials used as screensavers and/or desktop images are not permitted on laptop computers.
* When using BASD **Google APPS (Gmail)**:
  + Do not open, forward or reply to suspicious email. If you have a question about a suspicious email, ask your teacher or visit the Technology Specialist’s office.
  + Be wary of email attachments from unknown senders. The email could be a virus.
  + Never respond to emails that ask for personal information, logins, or passwords.
  + Think before you write and send an email. Be polite and courteous at all times.
  + Know your audience. For example, an email to a potential employer is more formal than an email to a friend.
* When using the Internet:
  + Do not visit inappropriate web sites or click on questionable links.
  + The use of proxies to bypass District filtering is not acceptable and violates **School Board Policy: Acceptable Use of Technology and the Internet**.
  + Use social networking sites when appropriate. Keep the following in mind and review the **BASD Social Media Guidelines**:
    - Be polite and courteous. Offensive language should be left out of social network posts and comments.
    - Do not post photographs or information that could embarrass you, your family or your friends. Once posted online, information is hard if not impossible to erase.
    - Do not post personal information such as address, cell phone number, class schedules or daily activities.
    - Potential employers, colleges and universities, graduate programs and scholarship committees search the Internet and social networking sites to screen applicants.
* When saving data to District servers and Google Drive:
  + Work locally on your laptop computer and backup important school data (projects, papers, etc.) regularly to the student directory on the server or your Google Drive. There is no expectation of privacy for data stored on District servers or Google Drive.
  + Back-up and erase important data from your laptop computer before turning it over for repairs or at the end of the school year or when requested by a school official. All data will be erased from laptop computers at the end of the school year.
  + Students may also use CDs/DVDs to archive data using a CD/DVD burner, not provided by the District.

The District does not routinely monitor the District network for violations of school rules or District policies and is limited in its ability to monitor laptop computers for cyber bullying and other behavior violations. If students have reason to believe another student is using the District network or laptop computers in a manner that violates **School Board Policy: Acceptable Use of Technology and the Internet**, please contact your Principal or Assistant Principal immediately.